

**Procedures For Submission of a  
Local Agency Environmental Clearance 5323 Form  
to the Michigan Department of Transportation Local Agency Program**

**Dated: September 28, 2021**

The following procedures provides steps for a local agency to request a ProjectWise folder and submit an [Environmental Clearance 5323 Form](#) to the Michigan Department of Transportation (MDOT) Local Agency Program (LAP) for review and approval. Submission of the Environmental Clearance 5323 Form is typically the first interaction between a local agency and MDOT LAP staff and is the first step in setting up a ProjectWise folder for each project.

**Steps to request a ProjectWise Folder:**

1. The local agency or consultant will email [MDOT-ProjectWiseLocalAgency@Michigan.gov](mailto:MDOT-ProjectWiseLocalAgency@Michigan.gov) requesting the ProjectWise folder be created. Include the following information (**Do NOT email** the Environmental Clearance 5323 Form at this time):
  - a. MDOT Job Number(s)
    - i. **Confirm job number(s) prior to making request.**
      1. Job numbers can be obtained from JobNet, your local planning agency, MDOT Planning, or MDOT LAP Project Development Engineer (PDE).
    - ii. If multiple jobs numbers are being packaged together **include all** job numbers in the request.
  - b. Local Agency Name
  - c. Project Description including Road Name and Project Limits
  - d. Names and emails for local agency and design and construction consultant staff, if applicable, that require access to the ProjectWise folder
  - e. Method of project delivery  
  
EX: MDOT let, force account, etc.
  - f. MDOT TSC office
  - g. MDOT LAP PDE and LAP Staff Engineer (see LAP unit websites to determine PDE and Staff Engineer – [urban](#), [rural](#), [bridge](#), [transportation alternatives](#), [safety](#))
2. Wait for two email confirmations from [MDOT-ProjectWiseLocalAgency@Michigan.gov](mailto:MDOT-ProjectWiseLocalAgency@Michigan.gov) that folder has been created.
  - a. The first email will indicate additional information is needed or state the folder **will be** created. This step it to acknowledge the request for a ProjectWise folder.
  - b. The second email will indicate the folder **has been** created and is available to submit an Environmental Clearance 5323 Form.

**Steps to submit your Environmental Clearance 5323 Form:**

1. Complete [Environmental Clearance 5323 Form](#).
  - a. Utilize the following file naming convention: Job Number(s)\_5323\_MMDDYYYY\_[version]

2. Place Environmental Clearance 5323 Form and all attachments into ProjectWise folder 1-5323NEPA. File state of the Environmental Clearance 5323 Form will show as “Pending” when placed in ProjectWise.
3. Change state on Environmental Clearance 5323 Form file. The file state of the Environmental Clearance 5323 Form will show as “Submitted” once state is changed.
  - a. To change state, right click on file, choose “Change State” from the drop-down menu, then choose “Next”.
4. Send email to LAP PDE and LAP Staff Engineer when state is changed.
  - a. An email will be generated by ProjectWise and automatically include the applicable LAP PDE and LAP Staff Engineer.
    - i. If a consultant is changing the state and sending the email, include the Local Agency Person in Responsible Charge so the local agency is aware of the submittal.
    - ii. Choose “Send” to complete.

Note: Automated e-mails will only generate for those that have the Bentley email tool installed. If the Bentley email tool is not installed, an email MUST be created and sent to the LAP PDE and LAP Staff Engineer for notification a file has been placed in ProjectWise.

- b. If an email does not generate, *make sure to send an email to LAP PDE and LAP staff engineer.*

The Local Agency and its consultant may utilize the ProjectWise folder for gathering electronic signatures on the Environmental Clearance 5323 Form. MDOT LAP will consider the Environmental Clearance 5323 Form complete when the file state is changed to “Submitted”. The Environmental Clearance 5323 Form submittal is required prior to the Grade Inspection submittal to the MDOT LAP Staff Engineer. See the current Project Planning Guide on the [LAP website](#) for applicable timeframes.

**The following state changes will be viewable within ProjectWise:**

- Pending – Environmental Clearance 5323 Form file is added to ProjectWise. Document can still be modified by the local agency. State must be changed to submit to MDOT LAP.
- Submitted – Local Agency or consultant changes state on Environmental Clearance 5323 Form file.
- Received – MDOT LAP PDE changes state on Environmental Clearance 5323 Form file once received.
- Reviewed – MDOT LAP PDE changes state on Environmental Clearance 5323 Form file once reviewed and comments provided to the local agency and consultant, if applicable.
- Approved – MDOT LAP PDE changes state on Environmental Clearance 5323 Form file after comments are addressed by the local agency, acceptable revisions are provided, and the PDE approves and signs the final form.

**Digital Signatures are required for Environmental Clearance 5323 Forms:**

- All signatures and seals required for the Environmental Clearance Form 5323 must be electronic and utilize the DocuSign tool.
- For questions on digital signatures please see [LAP Advisory 2020-08](#), visit the [MDOT DocuSign website](#), or email [MDOT-eSign@Michigan.gov](mailto:MDOT-eSign@Michigan.gov).